
CARS #963

PROFILE ID TITLE: AGENCY REIMB STAFF-TRAVEL

FULL TITLE: Agency Reimbursement-DES Non-State Employee Travel Exp

REPORTING INSTRUCTIONS:

FOR STATE USE ONLY

DO NOT ENTER COSTS ON THIS PROFILE

The Department reimburses agencies for travel costs incurred by the agency's representative participating on DES advisory/steering committees, training, or other DES organized activity. Agencies will only receive reimbursement if specifically approved by DES staff.

Agencies should submit form DES-2440 along with copies of the representative's travel voucher according to DES Administrator's Memo 95-54.

PROFILE TYPE: Cash Adjustment (A)

EXPENSES ROLL TO THIS PROFILE FROM: N/A

EXPENSES ROLL FROM THIS PROFILE TO: N/A

EXPENSES ALLOCATE TO THIS PROFILE FROM: N/A

EXPENSES ALLOCATE FROM THIS PROFILE TO: N/A

REIMBURSEMENT %: 100

PREPAYMENTS: N/A

LIMITATIONS: N/A

FEDERAL CATALOG (CFDA) NUMBER: N/A

DIVISION RESPONSIBLE: Division of Economic Support